Payroll Deduction Update

Tempe

Department Number   Employee ID   Employee Name (Please print)
(Cost Center)

DEDUCTIONS:

CODE	DESCRIPTION
ASRS	Arizona State Retirement System
AZLTD	ASRS Long-Term Disability
ERF	Employee Relief Fund
IAFF	IAFF Local 493
MISC	Miscellaneous
TOA	Tempe Officers' Association
USBND	US Savings Bond
UWAY	United Way
	Other
	Other

☐ START/CHANGE   ☐ STOP

$ – – **2 0**
Code   Amount   E f f e c t i v e D a t e

☐ START/CHANGE   ☐ STOP

$ – – **2 0**
Code   Amount   E f f e c t i v e D a t e

☐ START/CHANGE   ☐ STOP

$ – – **2 0**
Code   Amount   E f f e c t i v e D a t e

☐ START/CHANGE   ☐ STOP

$ – – **2 0**
Code   Amount   E f f e c t i v e D a t e

INSTRUCTIONS

1. Complete ALL information blocks at top (Department, Employee ID, Name).
2. Check one box for Start/Change or Stop for each deduction.
3. Select the correct deduction code from the CODE / DESCRIPTION box. Enter that code in the Code block.
4. Enter deduction amount that applies to the deduction selected.
5. The Effective Date is the first day of the pay period.

APPROVALS:

☐ I authorize the release of my home/mailing address to my Union.

_____   _____
Employee Signature   *Date*   *Human Resources Technician*   *Date*

     _____
Human Resources Director   *Date*

Comments: